

Instructions to Apply for an Official Passport or Renewal Using DS-82

You use this form to apply for an official U.S. passport when either submitting a personal passport with the application or renewing a previously issued official U.S. passport.

There are four criteria for using this form. Please use this checklist to see if you are eligible to apply with a DS-82:

1. I can submit my most recent passport.
2. I was at least 16 years old when my most recent passport was issued.
3. I was **issued** my most recent passport less than 15 years ago.
4. I use the same name that is on my most recent passport, OR, since my passport was issued, I had my name changed by marriage or by court order and can submit proper documentation to reflect my name change.

If you answered **NO** to any statement above, then **STOP!** You cannot use form DS-82! You must apply on form DS-11.

REQUIREMENTS

- Application for Passport (DS-82) completed. Do not write in the portion "MAIL PASSPORT TO." This will be stamped by FIC
- Two identical photographs taken within the last six months. Photos must measure 2 inches x 2 inches on a light background. Pictures may be taken at the Clinical Center (Building 10), Room B2L323. The telephone number is 301-496-3221. The office is open on Tuesday from 9 am to 11 am and on Thursday from 3 pm to 4 pm. Please take an "X" number with you (see your Administrative Officer)
- You must submit your most recently issued personal passport. State Department Regulations require them to view the personal passport and the State Department will hold the personal passport for the duration of the process. Both personal and official passports will be returned to FIC. The expired Official Passport must be submitted if using this form as a renewal
- If you changed your name since your last passport was issued, provide legal documentation, for example, a marriage license
- Information Sheet
- There is no fee for the official U.S. passport

Visa/Passport Office
Fogarty International Center
National Institutes of Health
Building 31, Room B2C08
Tel: 301 496-3441
Fax: 301 402-1135